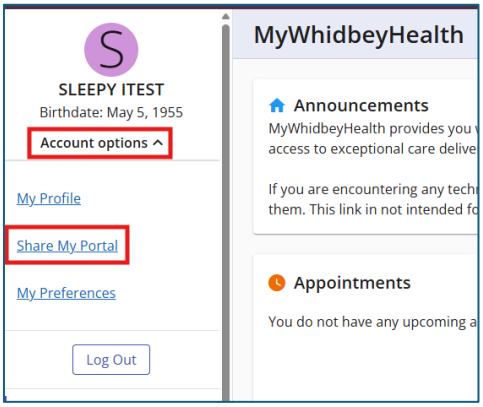
MyWhidbeyHealth Patient Portal
Shared Access Management

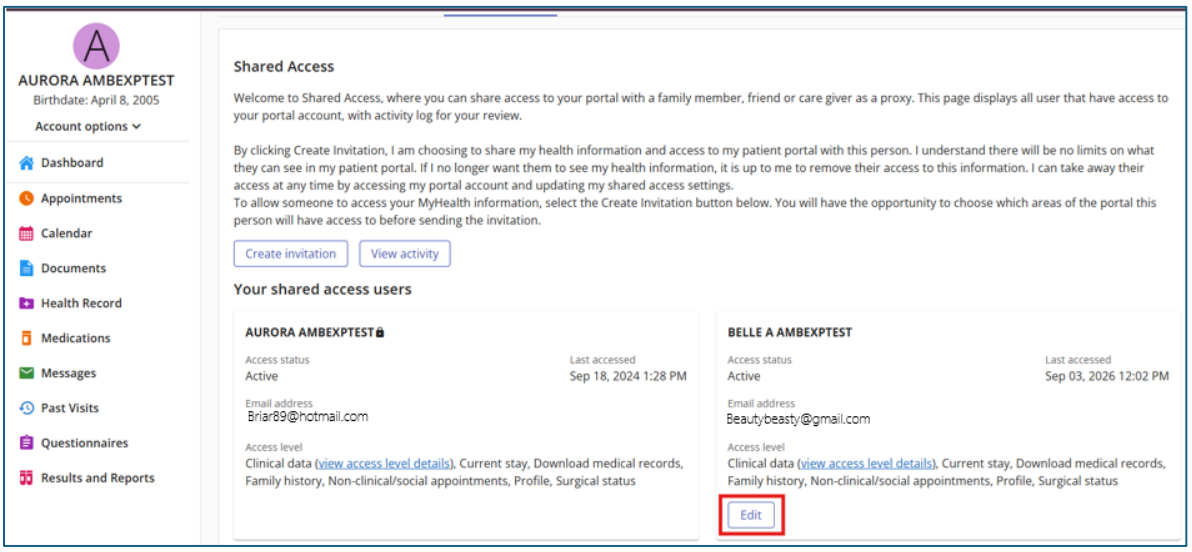
Shared Access allows patients of WhidbeyHealth with a portal account to grant another person, such as a family member, friend, or caregiver, access to their portal account. You can choose the level of access and determine what information can be accessed.

Management of these settings is controlled in the Shared Access page of your portal account.

Edit Shared Access

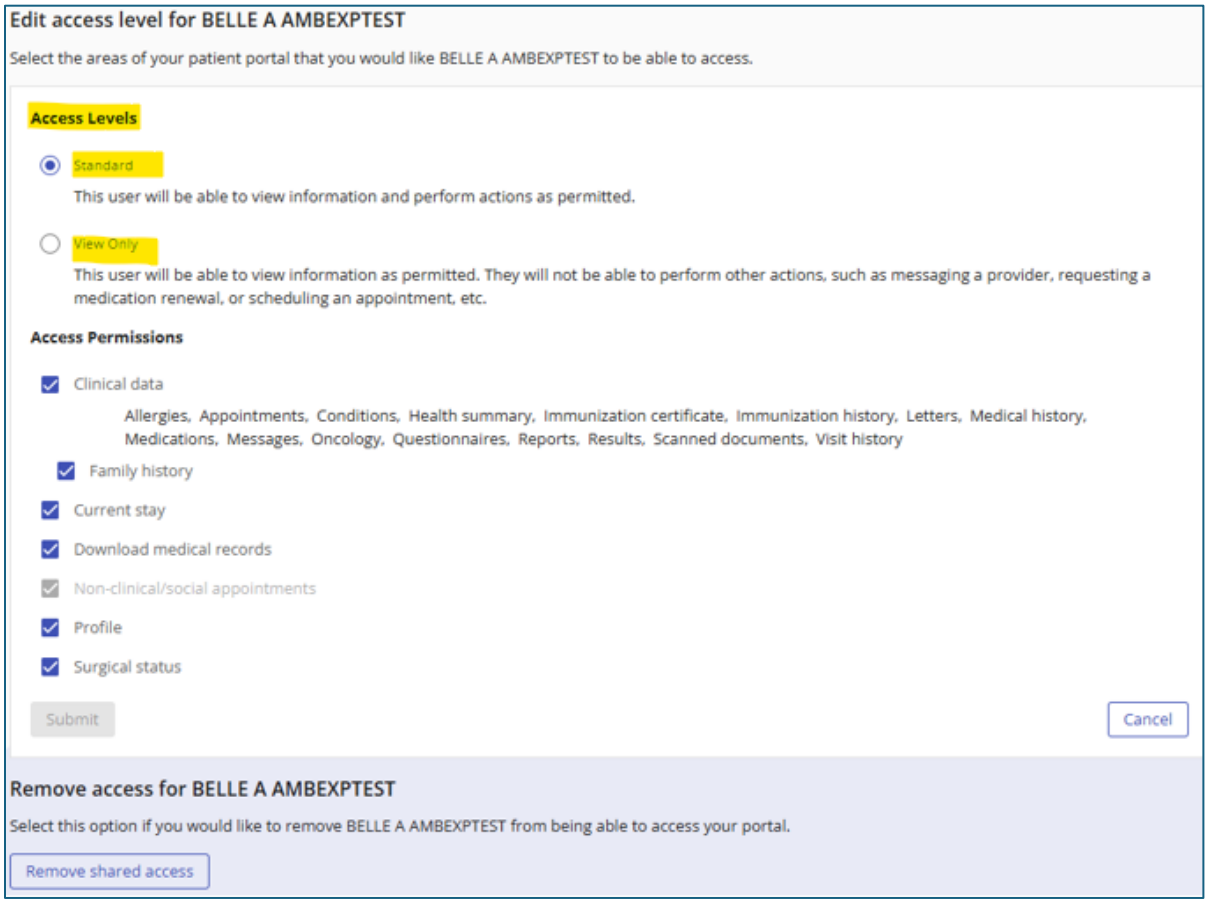


1. Log into your MyWhidbeyHealth Patient Portal account.
2. Click on **Account Options**
3. Click **Share My Portal**
    a. This will take you to the Shared Access page.
4. Click **Edit** on the desired proxy you want to edit



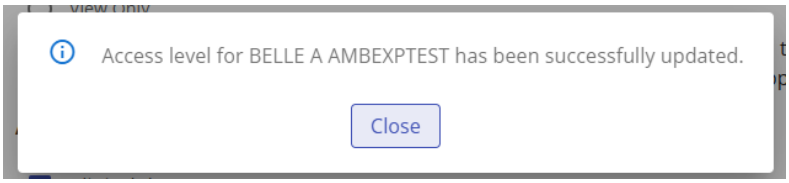
- This will take you to the Edit Access level page, where you can manage the Access Level and permissions for the proxy.

5. Select the access level for the proxy by clicking on the radio button next to **Standard** or **View Only**.



6. Deselect the checkboxes next to any record you **do not** want the proxy to view. Select the checkboxes next to the desired permission to allow the proxy to view it.
7. Once the changes have been made, the submit button will become available.
8. Select **Submit** to save your changes.
    - A loading bar at the top of the page will flash, indicating the page is saving the changes.

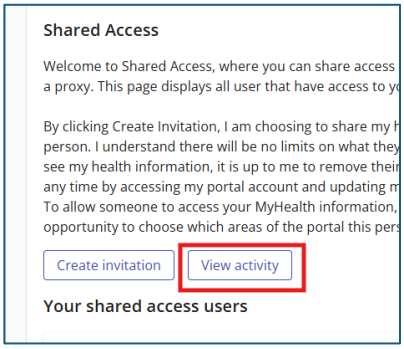
Once the changes are updated a message will appear confirming the update:



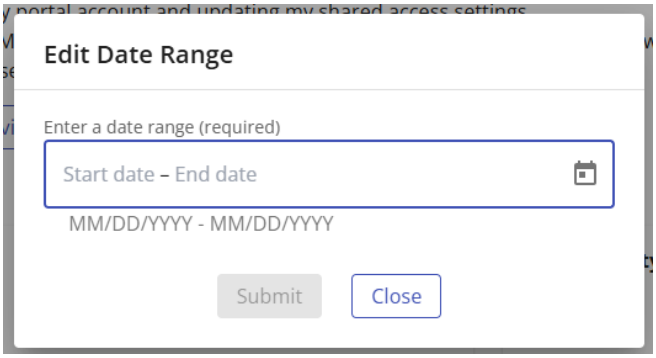
View Activity

The Activity Log displays when your account is accessed by the shared user, when an invitation was created, and the removal of Shared Access privileges by deleting a proxy user.

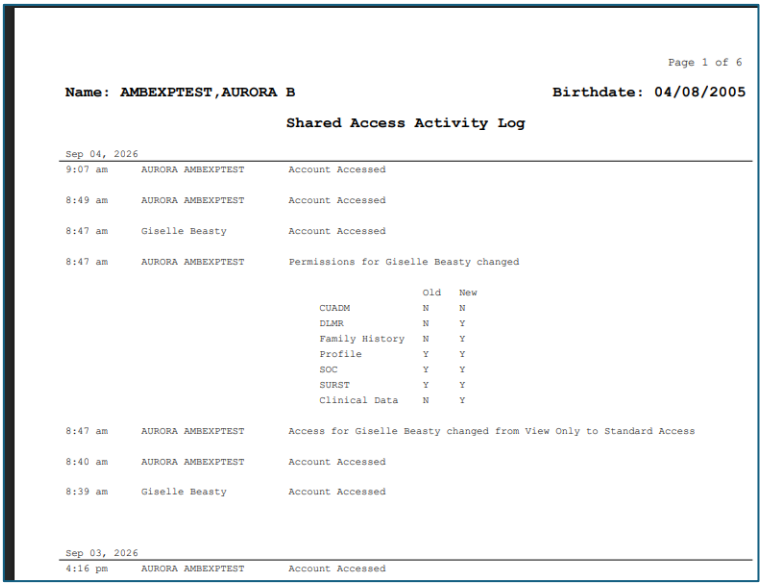
1. Click on **View Activity** button on the Shared Access Page.



2. Enter the date range you want to search in MM/DD/YYY format, then click on Submit



3. The Shared Access Activity Log will open in a new tab.
   Please make sure you do not have any pop up blockers enabled on your browser as this will prevent the page from opening.
   a. The Activity Log will display the date, time, and shared access user.
   b. You can download the log to your device or print it.



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Name: AMBEXPTEST,AURORA B **Birthdate: 04/08/2005**

Shared Access Activity Log

Sep 04, 2026

9:07 am	AURORA AMBEXPTEST	Account Accessed
8:49 am	AURORA AMBEXPTEST	Account Accessed
8:47 am	Giselle Beasty	Account Accessed
8:47 am	AURORA AMBEXPTEST	Permissions for Giselle Beasty changed

	Old	New
CUADM	N	N
DLMR	N	Y
Family History	N	Y
Profile	Y	Y
SOC	Y	Y
SURST	Y	Y
Clinical Data	N	Y

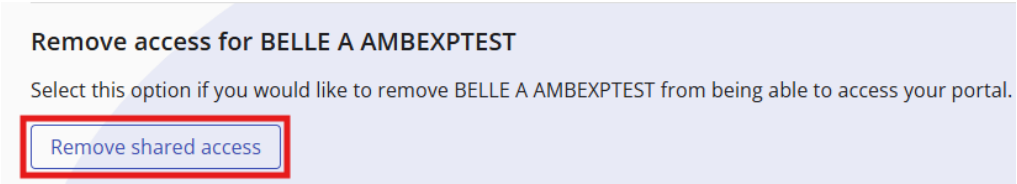
8:47 am	AURORA AMBEXPTEST	Access for Giselle Beasty changed from View Only to Standard Access
8:40 am	AURORA AMBEXPTEST	Account Accessed
8:39 am	Giselle Beasty	Account Accessed

Sep 03, 2026

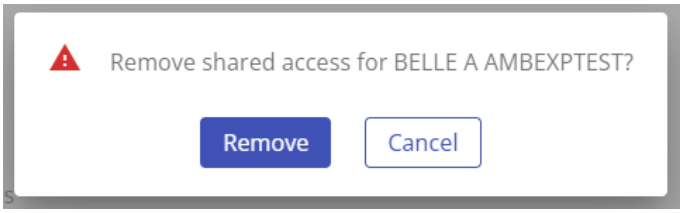
4:16 pm	AURORA AMBEXPTEST	Account Accessed

Remove Shared Access User

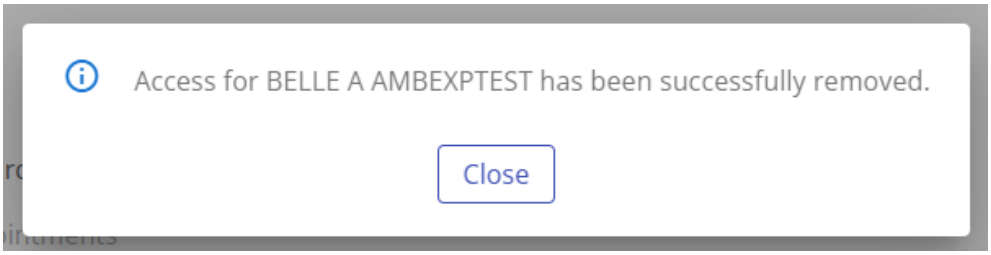
1. On the Edit Access level page, scroll to the bottom of the screen.
2. Select the **Remove Shared Access** button.



3. A message will pop up on screen asking you to confirm the removal, select **Remove**.



4. Another message will display, confirming the removal.



The proxy will no longer be able to log in with their credentials and view your records.

Please be advised, Shared Access is managed directly by you as the Patient. WhidbeyHealth Staff cannot initiate, manage, or make changes to Shared Access on your behalf.

Patient Portal Support is available 8:30AM-5:00PM, Monday-Friday via:

- Phone: (360) 678-8605
- Email: helpatmywhmc@whidbeyhealth.org

Please provide your full name, phone number, and a description of the issue you are experiencing.